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DDM-10.5
DD/S&T

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DD/S&T 442-65

27 January 1965

MEMORANDUM FOR: Executive Officer, DD/S&T

SUBJECT : Graphics Coordinator

1. This memorandum contains a recommendation for your approval and it pertains to the position and responsibilities of the Graphics Planner on the Administrative Staff. The recommendation is in paragraph five.

25X1A 2. Since his transfer to the Administrative Staff from the Office of Scientific Intelligence, 25X1A [REDACTED] the DD/S&T Graphics Planner, has brought to our attention two problems connected with his position which require early resolve. One of these regards his responsibilities to and relationships with other parts of the Directorate and the second, the growing need for another person who will be able to backstop and assist him. Since both of these problems emanate from or revolve about the increased workload in this area, we have attached a bar chart which illustrates this graphically.

25X1A 3. Essentially, the first problem involves the following facts. [REDACTED] as well as several of the offices in the Directorate are currently relying on the resources and capabilities of other Directorates to meet graphics and reproduction requirements. Until we reach a point where we can afford our own in-house facility, staffed with DD/S&T personnel, this arrangement will continue. Until now this individual office

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Graphics Coordinator

Page 2

25X1A approach has not been a significant problem. However, we can see the time fast approaching when Directorate personnel will be running full-time competition among themselves unless we make arrangements for a procedure which calls for closer coordination. We propose to eliminate the possibilities of unwanted competition within the Directorate by establishing in each of our offices a central point (and here we suggest that this be the Administrative Officer) through whom all graphics requirements will be processed. We further propose that [REDACTED], as the Directorate's graphics coordinator, review, approve or disapprove, and forward each request for the ultimate and necessary action. This would mean his authorities, duties, and responsibilities would include: authority to approve graphic production requests; reproduction requisitions; and establish realistic deadlines and priorities. In this way we would be assisting the other Directorates who render service to us. We would also be placing ourselves in a better position to determine how we can most readily meet the crash requirements of the DD/S&T himself.

25X1A 4. We have discussed with you the second problem on several occasions. You will recall that we agreed to defer initiating any action until certain other Directorate problems were resolved. However, we today have reached a complete saturation and are apprehensive of the day when a requirement will be levied which we will not be able to meet because [REDACTED] will be either unavailable or preoccupied with other activity. What with the inherent security problem and the limited facilities in the Agency, I think the time is now when we must think in terms of an assistant for [REDACTED].

25X1A 5. In short, if we're expected to maintain some thread of orderliness in fulfilling the Directorate's graphics requirements and continue to provide the accompanying graphics support to the DD/S&T on a "quick reaction" basis, we recommend:

25X1A a. that [REDACTED] and the position he currently occupies be designated Graphics Coordinator for the Directorate for Science and Technology,

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Graphics Coordinator

Page 3

b. that an additional person be added
to the Administrative Staff to serve as
assistant to the Graphics Coordinator.

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Chief, Administrative Staff
DD/S&T

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